SPAWARINFOTECHCENINST 5220.8
ITC115
22 Nov 02

SPAWARINFOTECHCEN INSTRUCTION 5220.8

Subj: MANAGE RISK (RM) PROCESS POLICY

Ref: (a) SPAWARINFOTECHCENINST 5220.1A

1. Purpose. To direct the use and institutionalization of the RM process per reference (a).

2. Policy. All Space and Naval Warfare Systems Command Information Technology Center (SPAWARINFOTECHCEN) personnel involved in risk management or in supporting risk management efforts shall follow the RM process as described and documented in the SPAWARINFOTECHCEN Process Library.

3. Background. The purpose of the RM process is to provide a consistent mechanism that identifies risk at all levels of the program and elevates all issues, risks, and problems that affect program decisions. The RM process, like all other SPAWARINFOTECHCEN processes, has a Process Owner who exerts authority over all aspects of the process, including approval of any changes to the process within the established boundaries. The Process Owner selected the membership of and convened a Process Working Group (PWG) to define, develop, and deploy the RM process. The RM PWG will remain in existence during the life of the process and will be reconvened as needed by the Process Owner to evaluate proposed major changes. The RM Process Owner as well as all elements of the RM process, including desktop procedures for process implementation and execution, are identified in the material housed in the SPAWARINFOTECHCEN Process Library, accessible via the command portal at the following address: https://portal.spawaritc.navy.mil/servlet/portal. Personnel may contact the Knowledge Management Division, SPAWARINFOTECHCEN (ITC114), for assistance in accessing the command portal.

4. Action

    a. All SPAWARINFOTECHCEN personnel will:

        (1) Use the RM process as defined in its entirety if involved in risk management.

        (2) Review, understand, comply with, and utilize the process development components, including:

            (a) Supplier-Input-Process-Output-Customer (SIPOC) overview diagrams.

            (b) Specific RM desktop procedures.

            (c) Role definitions.

            (d) Swim lane diagrams.

            (e) Templates and guidelines for preparing all RM artifacts.

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     (3) Understand their role in supporting and/or executing the RM process.

     (4) Address any questions on the RM process to the Process Management team.

     (5) Vigorously support continuous process improvement by observing, in the day-to-day course of implementing and executing the RM process as defined, any elements that could potentially improve process efficiency and/or effectiveness, and recommending changes based on these observations to the RM Process Owner. Per reference (a), personnel will submit recommended changes using the Request for Process Change (RPC) form (SPAWARINFOTECHCEN 5220/1) and procedures housed in the SPAWARINFOTECHCEN Process Library.

  b. The RM Process Owner will:

     (1) Exercise authority over all aspects of the RM process.

     (2) Manage the continuous improvement of the RM process.

     (3) Resolve issues related to process misuse or non-use by SPAWARINFOTECHCEN personnel.

     (4) Ensure PWG membership is available to provide support during the life of the RM process.

     (5) Convene the PWG as required to discuss RM process issues.

     (6) Work with the PWG membership to evaluate changes to the RM process as proposed via the RPC.

     (7) Serve as the final decision authority on RM process changes that fall within the boundaries of the process established by the Executive Steering Committee (ESC).

     (8) Ensure all SPAWARINFOTECHCEN personnel are notified of any RM process changes.

     (9) Ensure appropriate involvement and adherence to the RM process by all constituents.

     (10) Support efforts to communicate and explain the RM process throughout the organization.

     (11) Support the collection, evaluation, and reporting of measurement data on the RM process.

  c. The RM PWG members will:

     (1) Provide continuing support for the RM process during the process life cycle.

     (2) Attend meetings convened by the Process Owner.

     (3) Evaluate recommended changes based on their likelihood of increasing efficiency and effectiveness within the context of external benefit to the customer.

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(4) Use the agreed-upon tools and techniques to further define, develop, and document the RM process and/or changes to the process as required.

(5) Support the RM Process Owner as required.

d. The Process Management team will:

(1) Provide technical and administrative support to manage all RPCs (SPAWARINFOTECHCEN 5220/1) using the Manage Processes process.

(2) Maintain the RM process as follows:

(a) Continually review the RM documentation and artifacts in the SPAWARINFOTECHCEN Process Library to ensure completeness, consistency, and accuracy.

(b) Make changes to the RM documentation and artifacts as required to achieve completeness, consistency, and accuracy.

(c) Forward RM RPCs (SPAWARINFOTECHCEN 5220/1) to the Process Owner for issues that fall within the established process boundaries, or to the ESC for issues that extend beyond the boundaries of the RM process.

(d) Conduct audits throughout the organization to determine whether personnel are using the RM process correctly.

(e) Elevate discrepancies in correct RM process usage identified during process audits to the Process Owner.

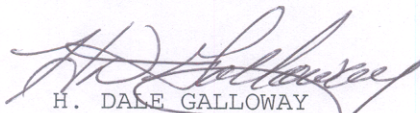e. SPAWARINFOTECHCEN Contracting Officer's Representatives (CORs) will:

(1) Ensure all contractor leadership under their oversight receives this instruction.

(2) Ensure this instruction is referenced in all applicable Task Orders.

f. Government managers and supervisors will ensure all personnel under their oversight receive and comply with the requirements of this instruction.

5. Points of Contact. Address questions about this instruction to any government member of the Process Management team. The team's members are identified in the SPAWARINFOTECHCEN Process Library documentation.

6. Form. The Request for Process Change, SPAWARINFOTECHCEN 5220/1 (9-02), is maintained in the SPAWARINFOTECHCEN Process Library at the following Web site: https://portal.spawaritc.navy.mil/servlet/portal.

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Lists A, B, C, D, E, and F